

INSTRUCTIONS ON COUNTING THE NUMBER OF REGISTERS IN YOUR STORE

As part of the authorization/renewal process, vendors must identify the TOTAL number of registers in their store(s) and specify this number where indicated on the application. When counting the registers, refer to WIC Bulletin Regulations Section 70300 of the Vendor Authorization Criteria.

- The cash register system must calculate, record, and print a summary of all sales transactions conducted during each business day showing the transfer of good for money or monetary equivalents.
- The cash register system must automatically print an itemized receipt of each transaction. The receipt must be given to the customer at each time.
- You must count all registers, whether they are used full time or occasionally.
- You must count the total number of registers in each kiosk (business within the store such as cell phone, jewelry, clothing, etc.).
 - You do not count a specialty location (e.g. deli) if it does not have a register (e.g. if the customer must take the items to a different register to purchase).
 - You do not count an ATM or a bank, whether or not it has a separate register.
 - All registers in specialty locations or sections shall be counted if those registers transact any foods sales as defined in 7 C.F.R. §246.2.

Below are some examples of register locations and how you must count them. This does not include all possible register locations.

Number of registers

Locations where registers might be located:

| |
|----|
| 5 |
| 3 |
| 0 |
| 1 |
| 0 |
| 0 |
| 2 |
| 1 |
| 0 |
| 3 |
| 0 |
| 15 |

Front of store

Self check out (each register counts as one)

Hot foods to go - Deli

Pharmacy

Floral

Photo

Customer service

Bakery

Meats/butcher

Kiosks (you must include the total number of registers in each kiosk).

Other

TOTAL number of registers in your store.